

***Town of Ticonderoga***  
***Vacancy Announcement***

**Code Enforcement Officer / Building Inspector**

The Town of Ticonderoga is seeking to fill a full-time or part-time position as a Code Enforcement Officer / Building Inspector. The successful candidate will be selected on the basis of qualifications, knowledge and experience.

**Job Duties and Responsibilities:**

- Administers and enforces all provisions of N.Y.S. Uniform Fire Prevention and Building Code, and other codes, laws, rules and regulations pertaining to the construction or alteration of buildings and structures;
- Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;
- Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;
- Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
- Issues building permits and furnishes the prescribed certificates of occupancy upon application;
- Maintains records of acts and decisions;
- Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits for presentation to the Town Board or State governing agency.

**Minimum Qualifications:** (a) Graduation from a regionally accredited or New York State registered college or university with an associates degree in engineering technology or architecture; or (b) Graduation from high school or possession of a high school equivalency diploma and three years of experience in building construction work; or (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

The Town of Ticonderoga offers a competitive wage and benefits package.

**Submission Requirements:** Applicants must complete a Town of Ticonderoga job application and submitted via email or mail to:

Laura Wright, Personnel Office  
132 Montcalm Street  
Ticonderoga, NY 12883  
[lwright@townofticonderoga.org](mailto:lwright@townofticonderoga.org)

**Submission Deadline:** April 1, 2020

The Town of Ticonderoga is an Equal Opportunity Employer.